



Employee Specification Form

Post Number	E208/11/01
Job Title	School Office Manager
Department	Heygarth Primary School
Prepared by and date	Danny Stenhouse June 2025

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Administrative qualifications Excellent Numeracy / Literacy Skills 		<ul style="list-style-type: none"> ICT Qualifications Educated to at least degree level Administrative, financial or accounting qualifications equivalent to national qualifications level 6, or Advanced Diploma of School Business Management 	
Training <ul style="list-style-type: none"> Evidence of Continuing Professional Development 		<ul style="list-style-type: none"> Evidence of CPD within a school environment 	
Experience <ul style="list-style-type: none"> Ability to make independent decisions in relation to the development and operational delivery services within school Leadership and Management experience involving varied activities across a range of functions Management of school resources Developing and implementing school policies and procedures Analytical, judgemental and creative skills required to interpret varied and complex information Successful team management Ability to deliver efficient and effective services Ability to produce management information reports Contribution towards staff development Data management 		<ul style="list-style-type: none"> Managing within an educational environment Working with children and young people 	
Knowledge and skills		<ul style="list-style-type: none"> Ability to relate well to children and adults Understanding of educational issues 	

<ul style="list-style-type: none"> • Knowledge of theory and practise of business and administration management • Analytical skills for interpreting varied and complex information and situations • Excellent numeracy/literacy/ICT skills • Effective use of specialist ICT packages • Proven ability to prioritise own and team workloads to meet deadlines • Able to deliver services and systems applicable for effective school management • Ability to persuade, motivate, advise, negotiate and influence • Excellent attention to detail • Understanding of data protection and confidentiality • Demonstrate an ability to contribute and manage a safe work environment • Collaboration with other schools on sharing good practice 		<ul style="list-style-type: none"> • Understanding or promoting positive relationships within the wider school community • Good working knowledge of Safeguarding issues 	
Special Requirements <ul style="list-style-type: none"> • Support and demonstrate commitment to the vision of the school • Support the Headteacher in the management of change and improvement in the pursuit of strategic objectives • Ability to work under pressure and meet deadlines • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts • Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to safeguarding and equality • Discretion and resilience 			

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc